

## **Approval for Continuing Education Programs for RDs and DTRs**

Need to have an education program approved for Continuing Education Units (CEUs) for RDs and DTRs?

Montana has contracted with the Commission on Dietetic Registration (CDR) to approve educational activities within the state for continuing professional education (CPE) hours prior to the date of the activity.

To receive prior approval of a CPE activity from CDR, do the following:

- Complete the [Continuing Education Prior Approval Request Form](#) which is **also available in PDF format**. ([Click here](#) for more information on PDF documents.) Use one prior-approval form for each program. Submit the documentation for review at least 4-6 weeks prior to the activity date. *Keep one copy for your files.*
- For most activities submit the completed application and documentation to Montana's CPE Review Chairperson:

Pat Bollinger, MS RD  
1733 E. Broadway St.  
Helena, MT 59601  
p/f (406) 443-0134  
[pbolling@bresnan.net](mailto:pbolling@bresnan.net)

- Applications for the following activities must be sent directly to CDR:
  - programs to be held in multiple states
  - annual meetings
  - self-study programs
- Neither the Montana Dietetic Association nor CDR charges a fee for program approval.

### **The following information is required on the Continuing Education Prior Approval Request Form:**

- Title of presentation
- Program date(s)
- Program location (city and state)
- If the program is to be held in multiple locations, please provide a listing that includes each city, state, and date
- Program provider (the group hosting the program)
- Information describing the target audience (target audience can not include the lay public)
- Estimated number of RDs and/or DTRs to be in attendance

- Program chair (the individual who planned the meeting)
- Contact name, telephone number, and address
- Number of CPE hours requested
- CPE Level according to the following definitions:

**Level I:** Assumes that the participant has little or no prior knowledge of the area(s) covered. The focus of the activity is to increase the core knowledge of the participant.

**Level II:** Assumes that the participant has general knowledge of the literature and professional practice within the area(s) covered. The focus of the activity is to enhance knowledge and application of the participant.

**Level III:** Assumes that the participant has thorough knowledge of the literature and professional practice within the area(s) covered. The focus of the activity is synthesis of recent advances and future directions.

**The following must be provided with the completed Continuing Education Prior Approval Request Form:**

1. Outcome-oriented educational objectives for each content area.
2. Timing outline to include a detailed breakdown of the time schedule for the entire program, indicating the starting and ending times for all educational sessions, registration, meals, breaks, or discussion periods.
3. Information describing the target audience (target audience can not include the lay public).
4. Name(s) of speaker(s) and qualifications on topic(s) to be presented.
5. CPE Category for each session in the program timing outline.

Following program review, CDR or Pat Bollinger will send verification of approval. Program providers must provide each participant with a certificate of completion verifying completion of the program. Providers must also maintain a list of participants who completed their program for at least seven years.

For other questions and information regarding maintaining the RD and DTR credential visit

<http://www.cdrnet.org>